



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL SUPPORT ACTIVITY, NORFOLK
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NAVSUPPACTNWINST 5355.1A

N02

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NAVSUPPACT NORTHWEST ANNEX INSTRUCTION 5355.1A

Subj: COMMAND URINALYSIS SCREENING PROGRAM (USP) AND PROCEDURES

Ref: (a) OPNAVINST 5350.4C
(b) DODD 1010.1
(c) DODI 1010.16
(d) NAVSUPPACTNORVAINST 5350.1
(e) NAVPERS 15560C

Encl: (1) Urinalysis Screening Observer Brief Sheet

1. Purpose. To provide policy and procedures per reference (a) for the Urinalysis Screening Program (USP) administered by Naval Support Activity, Northwest Annex (NSA Northwest Annex), for all assigned military personnel, as well as any tenant activity requesting NSA Northwest Annex USP support (as agreed to in a signed Memorandum of Understanding (MOU)). This instruction does not apply to tenants without a current MOU.

2. Cancellation. NAVSUPPACTNORVANWINST 5355.1

3. Background. An individual who is under the influence of a mind altering or central nervous system-influencing drug jeopardizes combat readiness, safety, discipline, judgment, and loyalty. A USP is a system of biomedical testing of urine samples that not only identifies drug abusers, but also serves as a strong deterrent against drug abuse, and provides statistical data on the prevalence and demographics of drug abuse.

4. Discussion. References (a) through (e) provide specific guidance for, and authorize the use of, a USP as a tool to deter drug abuse and aid in the enforcement of the Navy's "Zero Tolerance" drug use policy.

5. Policy. Drug abuse can seriously damage physical and mental health, jeopardize personal safety and the safety of others, and lead to criminal prosecution and a discharge under less than honorable conditions. Drug abuse detracts from operational readiness, and is inconsistent with Navy Core Values and initiatives to promote personal excellence and a healthy lifestyle among Navy personnel. Per references (a) and (b), the goals of NSA Northwest Annex are a drug-free workplace and the deterrence of future drug use via a rigorous USP. A "Zero Tolerance" drug abuse policy is the standard of the Navy and of this command.

6. Responsibilities

a. Officer in Charge. Responsible for understanding and aggressively implementing policy and taking immediate corrective action upon personnel involved in drug abuse and violations of the Uniform Code of Military Justice (UCMJ).

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The Officer in Charge (OIC) shall:

- (1) Conduct an aggressive USP per enclosure (a).
- (2) Schedule random urinalysis sampling of small numbers of personnel on a frequent basis. This will reduce the predictability of command testing and raise the perceived risk of detection. All types of testing, including tests performed as a result of directed searches, inspections, fitness for duty evaluations, etc., will be applied toward the unit's quota. Between 10 and 20 percent of assigned personnel WILL be tested monthly. The Officer in Charge shall direct a minimum of one unit sweep per year, ensuring all assigned personnel are tested. Other than one annual unit sweep, directed submissions of 40 percent or more of assigned personnel during any given month will require Echelon 3 prior approval.
- (3) Appoint a Urinalysis Program Coordinator (UPC) in writing (recommend E-7 or above). Drug and Alcohol Program Advisors (DAPAs) and Independent Duty Corpsmen (IDCs) shall not be assigned duties as a UPC.
- (4) Ensure all personnel assigned duties as the UPC or observers receive proper training per reference (a).
- (5) Protect the confidentiality of records containing information on the identity, diagnosis, prognosis, or treatment of individuals in a drug abuse program as required by federal law.
- (6) Submit Drug and Alcohol Abuse Reports (DAARs) (OPNAV 5350/7) to Alcohol and Drug Management Information Tracking System (ADMITS) per reference (a).
- (7) Ensure all newly reporting personnel are thoroughly briefed on command policy and punitive consequences for failure to obey official Navy policy pertaining to illicit drug use/abuse.
- (8) Immediately process for administrative separation all military personnel who are determined to be drug abusers per Naval Military Personnel Manual (NAVPERS 15560C).

b. The UPC shall:

- (1) Administer the command USP per reference (a).
- (2) Meticulously maintain all urinalysis files.
- (3) Ensure observers and Assistant UPC's are properly trained.
- (4) Maintain and update directives and instructions pertaining to urinalysis.
- (5) Ensure command compliance with Navy directives.
- (6) Provide Officer in Charge, NSA Northwest Annex with required written reports via email.

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(7) Strictly follow chain of custody procedures as outlined in reference (c).

(8) Collect other authorized urine samples in accordance with the premise codes outlined in reference (a).

c. The Urinalysis Screening Observer shall:

(1) Observe the taking of the samples per reference (a).

(2) Review and sign enclosure (1).

(3) Be an E-5 or above and the same gender as the personnel being observed.

(4) Attend **ALL** training provided by the UPC and comply with guidelines outlined in enclosure (1).

7. Hours of Operation. Routine hours of operation for urinalysis collection are from 0715-1515, on the day of selection, as determined by the Navy Drug Screening Program, or as modified by the Officer in Charge. This permits shift workers to participate in collection.

8. Collection Procedures

a. On testing day, the Navy Drug Screening Program will randomly select personnel to be tested that day. The UPC will notify selectee's in writing via their chain of command. Email is the preferred means of written notification. The selectee's chain of command will direct the selectee to report to the Urinalysis Coordinator at NSA NW Annex Operations office (Building 145, Room 103) during the prescribed hours of operation. They will relinquish their military identification card to the UPC.

b. The individual being tested will remain under observation by the Urinalysis Screening Observer until they provide a urine sample. Should a member be unable to provide a sample during the command's prescribed collection period, the member shall be examined by a military medical authority to investigate the possibility of physiological or psychological problems per reference (a).

c. Once specimens have been provided, the UPC will collect, document, package, and transport all samples collected per the guidelines established in references (a) through (c), ensuring an irrefutable chain of custody is maintained.

9. Failure to Report for Testing. The Officer in Charge will place on report for violation of UCMJ Article 92, any designated individual failing to report and/or provide a urine sample.


A. J. MCMENAMIN

Distribution: (NAVSUPPACTNORVAINST 5216.1Q)
Lists V through VII

URINALYSIS SCREENING OBSERVER BRIEF SHEET

Your responsibilities as a Urinalysis Screening Observer are set forth in the OPNAVINST 5350.4C and are reemphasized below to ensure every urinalysis sample is provided under the direct observation of a member of the same gender.

1. All observers will:

	Initial
Never lose sight of the sample bottle once the member takes possession of the sample bottle	
Never take possession of the sample bottle	
Watch the urine leave the body and enter the bottle	
For male observers, stand at a 90 degree angle	
For female observers, stand at front of open stall door	
Female observers must observe members transferring urine from wide-mouth bottle into standard urine sample bottle	
Observe member tightening bottle cap	
Ensure a minimum 30 ml is provided	

Observer Signature

Date _____

UPC Signature

Date _____